

PROCUREMENT SPECIALIST I – FOOD SERVICE

GENERAL RESPONSIBILITIES

The position is responsible for specifying the goods and services required for the Food Services operation and working with the Office of Purchasing to develop contracts. Act as the contract administrator for certain established contracts; evaluate purchased materials and vendor performance of services to ensure quality for the Food Service operation.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Test and recommend in cooperation with purchasing, vendors, volunteer employee evaluators and students. Interact with vendors concerning products, deliveries and complaints.
- Interact with members of the school system, city and state and national departments and organizations (example: Department of Health, Parks & Recreation, VA Department of Agriculture, School Nutrition Programs, Human Resources, School Nutrition Association, and others).
- Investigate and implement new programs and procedures.
- Facilitate communication through letters, memos, weekly updates, e-mail and other tools.
- Administer the purchases, orders, deliveries and transfers from the warehouse to cafeterias.
- Improve efficiencies and procedures to improve school food services.
- Plan, implement, maintain, monitor and improve department.
- Facilitate communication, answer questions, prepare updates, write memos, letters, e-mail, edit and contribute to newsletters (“the Communication Check” and publications).
- Test and recommend products and write specifications.
- Establish deliveries and services with companies.
- Monitor success of products and services and revise as needed.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the practices, procedures and regulations relating to school food service; considerable knowledge of food quality and values; thorough knowledge of the principles and practices used in ordering, receiving and storing food in large quantities; thorough knowledge of budgeting and accounting practices and procedures; ability to prepare complex and technical reports; ability to express ideas clearly, orally and in writing; ability to establish and maintain effective working relationships with school officials, school administrators and associates.

EDUCATION AND EXPERIENCE

Bachelors' Degree in institutional or hospitality food service management. Considerable experience in school food services and/or institutional food service management. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 9/07
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